



**Autoridade Nacional dos Minerais, I. P.**

City 8 – Rua Has Laran, Manleuana  
Aldeia Fomento II, Suco Comoro, Postu Administrativu Dom Aleixo, Municipio Dili, Timor-Leste  
PO. Box: 297 | No. Telephone: +670-3310252 | Website: [www.anm.tl](http://www.anm.tl)

**Insert [Applicant and Logo]**

Address

Tel No.:

Email:

Insert [Rock/River Sand Quarry name along with Complete  
Administrative Location]

**INTERIM TEMPLATE FOR EXTRACTION OF CONSTRUCTION  
MATERIALS WITH THE QUANTITY OF  $\leq 5,000 \text{ m}^3$**

*This template is created under the requirement set forth in Article 86 of Law No. 12/2021 30<sup>th</sup> of June, on Mining Code and other  
Applicable Law.*

<b>Signatures:</b>				
<b>Approved by:</b> <b>Role and Name:</b>		<b>Prepared by:</b>	<b>Checked by:</b>	
<b>Rev</b>	<b>Date</b>	<b>Originated</b>	<b>Checked</b>	<b>Approved</b>
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**1. Introduction**

**1.1. Applicant Background**

*The Applicant shall provide a brief description of their Applicant background from their past and current experience on their project activities which awarded by the government or other international and national agencies.*

**1.2. Purpose of the project**

*The Applicant shall provide a clear purpose of the project that is going to be implemented.*

**1.3. Applicant structure**

*The Applicant shall provide their organisational structure and the roles and responsibilities of their top management for the project.*

**2. Technical Requirements**

**2.1. Work Nature**

*The Applicant shall explain the nature of the project. For example, road construction, gabions, check dam and others.*

**2.2. Duration**

*The Applicant shall provide the duration of the project. For example, 3 months or 6 months.*

**2.3. Locations**

*The Applicant shall mention the location of the project. Aldeia, Suco, Administrative Post and Municipality.*

**2.4. Types of Construction Materials**

*The Applicant shall explain the type of construction materials that is going to be extracted.*

**2.5. Quantity**

*The Applicant shall determine the quantity that is needed for the project. For example, <3,500 m<sup>3</sup> (insert approved BoQ or material required estimation).*

**2.6. Excavation, Equipment & Transportation Methods**

*The Applicant shall mention equipment that is going to be used in this project and how to transport the materials from extraction site to the project site.*



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### **3. Health Safety and Environmental (HSE) Policy**

#### **3.1. HSE Policy Statement**

*ANM will provide this policy statement to the Applicant and require Applicant to agree with this document before signed. See Annex- 1*

#### **3.2. HSE Declaration**

*ANM will provide this HSE declaration to the Applicant and require Applicant to agree with this document before signed. See Annex 2*

#### **3.3. Hazard Identification and Risk Assessment (HIRA) Matrix**

*ANM will provide this template to the applicant and require applicant to identify the hazards in the workplace and apply mitigation measures. See Annex 3*

#### **3.4. Project Document**

*The Applicant shall provide Project Document (PD) in accordance with annex-1 of Diploma Ministerial No. 46/2017 of 2nd of August.*

#### **3.5. Rehabilitation Plan**

*The Applicant shall provide its commitment and rehabilitation or reclamation plan for the project.*

### **4. Legal and Administrative**

#### **4.1. Laws applicable to Mining Industry**

- **Mining Code Law No. 12/2021 and other Applicable Law**

#### **4.2. MoU or Contract Agreement**

*The Applicant shall provide a legal document as a basis to conduct the project, whether it would be MoU or Contract agreement from the government institutions or agencies.*

#### **4.3. Applicant Legal Standing.**

*The Applicant shall provide a valid certification from SERVE.*

#### **4.4. Administrative Fees**

*The applicant is required to provide proof of payment of administrative fees for mineral application registration.*



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**5. Timor-Leste Workforce**

**5.1. Number of People Employed**

*The Applicant shall provide number of employees involved in the project, including the appointment of the site supervisor to oversee throughout the life of the project.*

**5.2. Contract Arrangement**

*The Applicant shall establish employment contractual agreement between employer and employees.*

**6. Procurement of Timor-Leste Goods and Timor-Leste Services**

*The Applicant shall provide its plan for procuring Timor-Leste goods and Timor-Leste services for the project.*



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**Annex 1. HSE Policy Statement**

It is the policy of \_\_\_\_\_ and a key component of our culture to execute all of our activities in such manner that will ensure the Health, Safety and Environmental (HSE) protection of all our employees, clients, suppliers and the communities in which we live and work.

\_\_\_\_\_ will manage and apply our HSE in such a manner that every employee shall be involved and ensure the effective implementation of our HSE principles to assists the Applicant in achieving our established goal of zero incidents.

All managers, supervisors and site engineers of \_\_\_\_\_ have the responsibility to continuously improve HSE awareness among all employees to manage proper usage of the environmental awareness among all employees to manage proper usage of the environment tools and equipment and to create a culture in which everyone shares responsibility for the well-being of their fellow workers and the community.

All employee of \_\_\_\_\_ have the responsibility to execute their personal and work activities in such a manner as to prevent all circumstances which could lead to incidents that may cause personal injury or illnesses, security incidents or environmental damage by use correct personal protective equipment (PPE) in correct way and other positive behaviours to achieve our goal.

\_\_\_\_\_ will measure HSE performance and by setting challenging objectives and targets, strive for continues improvement.

\_\_\_\_\_ will implements this policy in combination with the Health, Safety and Environmental laws, regulations, standards, and codes of practice of our clients and Timor-Leste applicable laws.

**Dili, 3<sup>rd</sup> January 2024**

**Signed**

**Director of the Applicant**



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**Annex 2. HSE Declaration**

I \_\_\_\_\_ the Director of \_\_\_\_\_ declare that the Applicant \_\_\_\_\_ will abide by the law and regulations governs the Health Safety and Environmental (HSE) aspects as well as comply with HSE Policy Statement that provided by the ANM.

In addition, we will make sure that our activities will not be a harmful to our employees, community and the environmental surrounding. We will ensure that our work that we carry out is based on the mining industry best practices which we believe that HSE is everyone top priority in order to achieve our Zero incidents goal.

**Date: 3rd January 2023.**

**Signed**

**Director of the Applicant**



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**Annex 3: Hazard Identification and Risk Assessment Matrix**

1. An activity may be divided into tasks or sub activities. For each task identify the hazards and associated risks.
2. List existing controls and determine a risk rating using the Risk Rating Procedure.
3. Additional risk controls may be required to achieve an acceptable level of risk. Re-rate the risk if additional risk controls used.

Task or sub activities	Hazards (Step 3)	Associated Risks (Step 4)	Existing Risk Controls	Risk Rating with existing controls * (Step 5)			Additional risk controls required (Step 6)	Risk Rating with additional controls * (Step 7)			
				L	C	R		L	C	R	
Use of computers printers etc.	<b>Poor ergonomics, Repetitive work</b>	<b>Overuse injury, debilitation</b>	None	<b>A</b>	<b>3</b>	<b>H</b>	Rest breaks, ergonomic workstations, work load monitoring, task rotation	1	<b>D</b>	<b>1</b>	<b>L</b>
								2			
								③			
								④			
								5			
								1			
								2			
								3			





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								4			
								5			
								1			
								2			
								3			
								4			
								5			

Task or sub activities	Hazards (Step 3)	Associated Risks (Step 4)	Existing Risk Controls	Risk Rating with existing controls * (Step 5)			Additional risk controls required (Step 6)		Risk Rating with additional controls * (Step 7)		
				L	C	R			L	C	R
								1			
								2			
								3			
								4			
								5			



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								1			
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**OHS Risk Rating Table**

**What you need to do**

1. Consider what can go wrong that can hurt someone
2. Determine how likely those consequences are – Likelihood
3. Determine what the most likely outcome would be – Consequences
4. Calculate the risk rating
5. Required Action

<b>CONSEQUENCES:</b> <b>Severe</b> <b>Major</b> <b>Moderate</b> <b>Minor</b> <b>Insignificant</b>  <b>LIKELIHOOD:</b> <b>Almost Certain</b> <b>Likely</b> <b>Possible</b> <b>Unlikely</b> <b>Rare</b>	<i>How severely could someone be hurt</i> death permanent disability to one or more persons hospital admission required medical treatment required first aid required injuries not requiring first aid  <i>How likely are those consequences</i> expected to occur in most circumstances will probably occur in most circumstances could occur at some time is not likely to occur in normal circumstances may occur only in exceptional circumstances
	<b>Consequences</b>

<b>Hierarchy of Controls</b>	
1	Eliminate – remove it completely
2	Substitute – with a safer alternative
3	Engineering or recognition of work – put up a guard or barrier
4	Administrative – write a procedure or provide training
5	PPE (personal protective equipment) – gloves, goggles, hearing protection, safety boots aprons etc.



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Likelihood	Insignificant 1	Minor 2	Moderate 3	Major 4	Severe 5
Almost Certain A	M	H	H	VH	VH
Likely B	M	M	H	H	VH
Possible C	L	M	H	H	VH
Unlikely D	L	L	M	M	H